



JOB DESCRIPTION

Title: **ASSISTANT SWIMMING POOL MANAGER**
Department: Parks and Recreation Department
Class Code: 9381
FLSA Status: Non-Exempt
Effective Date: April 1, 1994
Grade Number: P-5

GENERAL PURPOSE

Under the direct supervision of the Parks Superintendent and Pool Manager, supervises the total operation of the swimming pool and the work of the swimming pool attendants, cashiers and lifeguards.

EXAMPLE OF DUTIES

- Assists pool manager in supervising approximately 45 seasonal pool workers including lifeguards, cashiers and maintenance workers.
- Assists in scheduling all pool workers, maintaining time sheets and hourly records and evaluations of all pool workers.
- Assists in collecting, counting and recording pool receipts, locker money and lesson money.
- Performs all supervisory functions of pool manager when in direct charge of the pool and waterslide.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma and a minimum of three (3) years experience in aquatics and supervision of other employees.

Special Requirements

- Must be bondable.
- Continual certification and knowledge in using, handling and storing gas chlorine.

Assistant Swimming Pool Manager
Page 2

- Certification/training as a Pool Operator every five (5) years to include knowledge and use of chemicals for swimming pool operation and water chemistry.

Necessary Knowledge, Skills and Abilities

- Working knowledge of swimming pool filters, plumbing and mechanical operations.
- Ability to work odd hours and be on call when off shift.
- Continuous contact with public demonstrating good public relations skills.
- Must be able to perform mathematical and accounting skills, and be able to communicate verbally and in writing.
- Demonstrate human relation skills to create an effective working relationship with all employees and the public.

WORK ENVIRONMENT

- Light to moderate physical effort required, lifting up to 50 pound bags of chemicals. Exposure to all types of weather conditions. Continuous contact with the public and concentrated mental application. Requires Red Cross advanced first aid training, supervisory training and training in the operation of swimming pool mechanized equipment and handling of chlorine.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____